



Management Information

EMS/ONE Online

**Secure file Transfer Guidance
Notes Spring 2012**

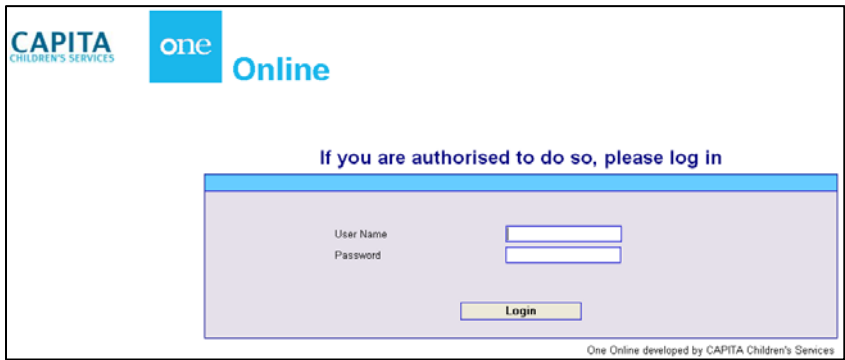
(Send your file to the LA)

Instructions for Secure File Transfer

How to send the file to Management Information

Open Internet Explorer 

Type the website address in the address line <https://emsonline.kent.gov.uk/>
the following will be displayed:



Nursery, Primary, Special, Secondary please use the User Name and your latest password. If your password has expired follow the instructions below.

Please contact your District contact in Management Information if you are having password problems.

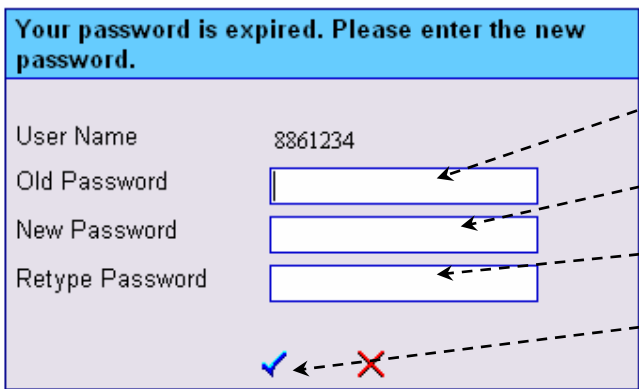
Password Guidelines

Passwords in EMS can only contain upper and lower case characters (e.g., A-Z, a-z, and numbers 0-9), any other characters will result in an error being displayed

The system will:

- Restrict passwords to a maximum of 10 characters with a set minimum of 6.
- Not allow any of the last 3 passwords to be used.
- Passwords expire automatically after 30 days.

If you are authorised to do so, please log in



Nursery/Primary/Special Schools Secondary Schools

1. Type your latest password in the **Old Password** field. Go to 2
2. Enter a **New Password** of your choice
3. Retype your new chosen Password
4. Click on the blue tick to save



ONE Online developed by CAPITA Education Services

Please keep a record of your new password in a safe and secure place

If you are authorised to do so, please log in

Your password is expired. Please enter the new password.

User Name	8861119
Old Password	<input type="password"/>
New Password	<input type="password"/>
Retype Password	<input type="password"/>

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Password changed successfully.

You should see a message that your password has been changed successfully, if the screen does not change click on the **red cross** which will take you back to the first log-in screen.

**If you are authorised to do so,
please log in**

User Name	<input type="text"/>
Password	<input type="password"/>

Login



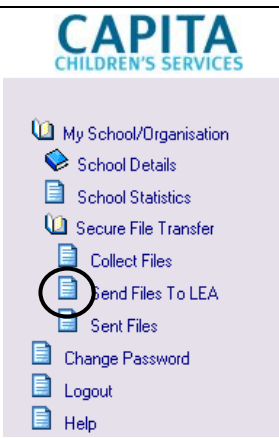
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Please enter your user name and your new chosen password you have just saved.

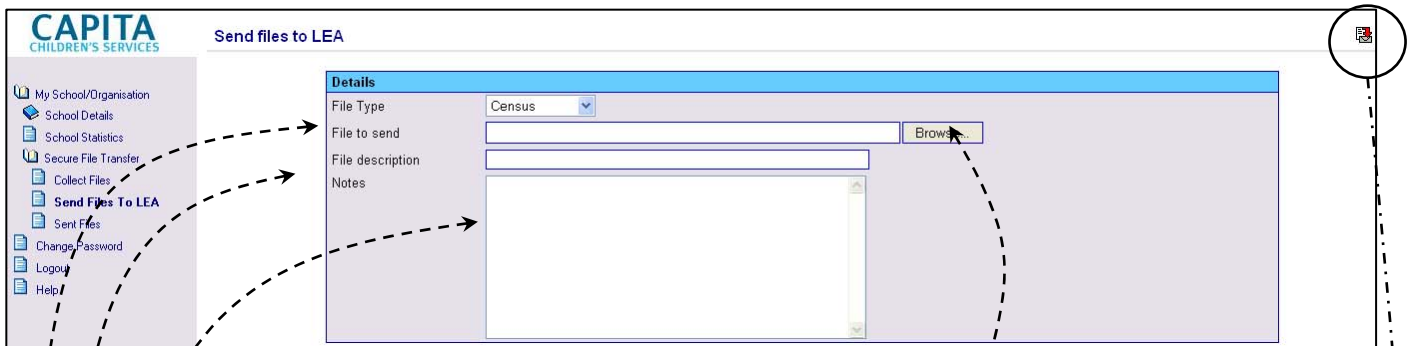
If required further information on password policy & EMS online can be found at:

<http://www.kenttrustweb.org.uk/Finance-Assessment/datacollection.cfm>

Once logged in, the following screen will be displayed:

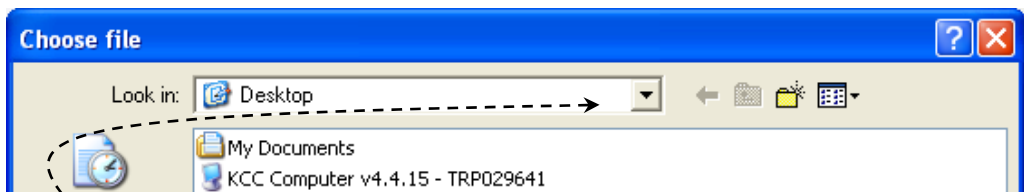
<p>Click on the book beside My School to open</p> 	<p>Next click to open Secure File Transfer</p> 	<p>Click to select Send Files to LA</p> 
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The following screen will appear:



File Type Select **Census** by clicking the down-arrow. Click on **Browse**.

File to Send



In the **Look in** box click on the drop down arrow to select the correct drive. Then locate the SIMS folder, double click and find the School Census folder, double click and you should find the file you created. Highlight the file which will be called: **886????_SC1 886LL12_???.xml**

(It should be the file with 10 and the highest sequence number) and click on **Open**.

File Enter a meaningful description of the file such as Census Spring 12

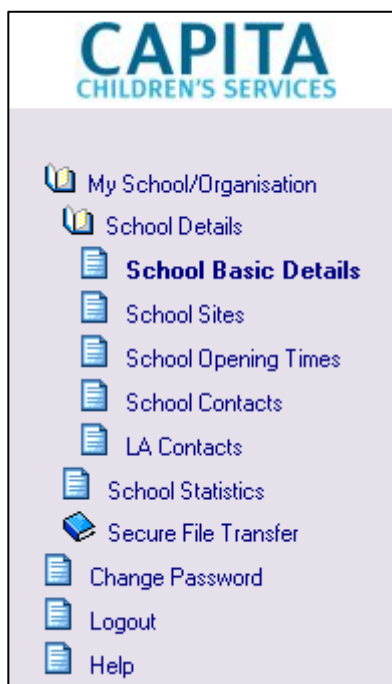
Description This description is displayed in the Sent and Collect Files lists.

Notes Text entered in the Notes box is included in the notification email sent to the recipient of the file. Please add an explanation for any queries that remain in census file.



When all relevant information is complete click the Send icon located at the top of the page. A message will be displayed informing you that notification has been emailed to the recipient.

You can now click on **Logout** and close Internet Explorer. However if you wish to view the data we have for your school you can click on the book beside School Details which will display:



Notes:

- When viewing the School Sites you have to click on your School name to display address information etc.
- As yet School Statistics is not available
- Not all fields have been populated

Should you find that we have any incorrect details could you please email management.information@kent.gov.uk